

# Retention and Classification Report

**Agency:** Department of Health (483)

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**Records Officer** Debbie Headden

16721	Departmental reorganization file
80760	Executive Leadership Team meeting notes
16716	Executive director's correspondence
28721	Monthly reports to the Governor
28709	Operations Committee meeting notes
16724	Policy and procedures manual
01089	Publications

**AGENCY:** Department of Health

**SERIES:** 16721

3

**TITLE:** Departmental reorganization file

**DATES:** 1980-

**ARRANGEMENT:** None

**DESCRIPTION:**

These records support the agency's function to organize the department into divisions and offices, and to structure such organization to promote the efficiency and effectiveness of the operations of the department (Utah Code 26-1-13(1981)). Records document the work of the reorganization committee and final decisions. Information includes meeting notes and organizational charts.

**RETENTION:**

Retain 3 years.

**DISPOSITION:**

Transfer to the State Archives with authority to weed.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 19.

**AUTHORIZED:** 06/16/2015

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years and then transfer to State Archives with authority to weed.

Microfiche master: Retain in State Archives permanently with authority to weed.

Microfiche duplicate: Retain in State Archives permanently with authority to weed.

**AGENCY:** Department of Health

**SERIES:** 16721

**TITLE:** Departmental reorganization file

(continued)

Computer data files: Retain in Office for 3 years and then transfer to State Archives with authority to weed.

**APPRAISAL:**

Administrative Historical

These records are of historical interest as they document the reorganization of the department, the reasons for the change, and the means by which it was achieved.

**PRIMARY CLASSIFICATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 07/2015.

**AGENCY:** Department of Health

**SERIES:** 16716

3

**TITLE:** Executive director's correspondence

**DATES:** 1978-

**ARRANGEMENT:** Alphabetical by subject.

**DESCRIPTION:**

These records support the agency's administrative function to document correspondence regarding executive decisions. Records document unique information regarding the structure, functions, and implementation of agency programs as well as other agency interests. Recipients of outgoing correspondence include state agencies, state and national organizations, and the federal government. Information includes sender and recipient information, date of correspondence, and related materials.

**RETENTION:**

Retain until 6 months after separation.

**DISPOSITION:**

Transfer to the State Archives with authority to weed.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 61.

**AUTHORIZED:** 05/22/2015

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 6 months after separation and then transfer to State Archives with authority to weed.

Microfiche master: Retain in State Archives permanently with authority to weed.

Microfiche duplicate: Retain in State Archives permanently with authority to weed.

**AGENCY:** Department of Health

**SERIES:** 16716

**TITLE:** Executive director's correspondence

(continued)

Computer data files: Retain in Office for 6 months after separation and then transfer to State Archives with authority to weed.

**APPRAISAL:**

Administrative Historical

These records document the policies and activities of the chief executive officer of the department and as such have long-term historical value.

**PRIMARY CLASSIFICATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 03/2015.

**AGENCY:** Department of Health

**SERIES:** 80760

3

**TITLE:** Executive Leadership Team meeting notes

**DATES:** 1980-

**ARRANGEMENT:** Chronological.

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

These records support the Executive Leadership Team's function to make executive decisions about the agency's programs, structure, and policies and procedures. Records document recommendations submitted by the Operations Committee, matters discussed, and decisions made, as well as the date and time of the meeting.

**RETENTION:**

Retain 2 years.

**DISPOSITION:**

Transfer to the State Archives with authority to weed.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 59.

**AUTHORIZED:** 03/02/2015

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: For records beginning in 1980 through 2013. Retain in Office for 2 years and then transfer to State Archives with authority to weed.

Computer data files: For records beginning in 2014 and continuing to the present. Retain in Office for 2 years and then transfer to State Archives with authority to weed.

**AGENCY:** Department of Health

**SERIES:** 80760

**TITLE:** Executive Leadership Team meeting notes

(continued)

**APPRAISAL:**

Administrative Historical

These records are of historical interest as they document the decisions of an executive body.

**PRIMARY CLASSIFICATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 07/2015.

**AGENCY:** Department of Health

**SERIES:** 28721

3

**TITLE:** Monthly reports to the Governor

**DATES:** 2011-

**ARRANGEMENT:** chronological.

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These records support the agency's administrative function to prepare and send monthly reports to the Governor's Office. Records document the department's achievements and employee accomplishments. Information includes items needing attention as well as employees' years of service and upcoming retirements.

**RETENTION:**

Retain in Archives.

**DISPOSITION:**

Transfer to the State Archives with authority to weed.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 25.

**AUTHORIZED:** 06/16/2015

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

Administrative Historical

These records are of historical interest as they provide a snapshot of the achievements of the agency and its employees.



**AGENCY:** Department of Health

**SERIES:** 28721

**TITLE:** Monthly reports to the Governor

(continued)

**PRIMARY CLASSIFICATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 06/2015.

**AGENCY:** Department of Health

**SERIES:** 28709

3

**TITLE:** Operations Committee meeting notes

**DATES:** 2004-

**ARRANGEMENT:** Chronological by date

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These records support the Operations Committee's function to act as an advisory committee to the Executive Leadership Team. Records document the committee's recommendations based on comments received from agency employees. Information includes matters discussed, decisions made, as well as the date and time of the meeting.

**RETENTION:**

Retain 2 years.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 17.

**AUTHORIZED:** 05/20/2015

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: For records beginning in 2005 through 2013. Retain in Office for 2 years and then destroy.

Computer data files: For records beginning in 2014 and continuing to the present. Retain in Office for 2 years and then delete.

**AGENCY:** Department of Health

**SERIES:** 28709

**TITLE:** Operations Committee meeting notes

(continued)

**APPRAISAL:**

Administrative

**PRIMARY CLASSIFICATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 06/2015.

**AGENCY:** Department of Health

**SERIES:** 16724

3

**TITLE:** Policy and procedures manual

**DATES:** 1986-

**ARRANGEMENT:** Numerical by policy number.

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These records support the agency's executive function to document the direction of entity programs as established in Utah Code 26-1-4 (2013). Records are policies and procedures created by executive decision makers for use of the entire department.

**RETENTION:**

Retain 3 years.

**DISPOSITION:**

Transfer to the State Archives with authority to weed.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 70.

**AUTHORIZED:** 05/20/2015

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years and then transfer to State Archives with authority to weed.

Computer data files: Retain in Office for 3 years and then transfer to State Archives with authority to weed.

**APPRAISAL:**

Administrative Historical

These records are of historical value and the document the dissemination of agency programs, policies and procedures.

**AGENCY:** Department of Health

**SERIES:** 16724

**TITLE:** Policy and procedures manual

(continued)

**PRIMARY CLASSIFICATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 07/2015.

**AGENCY:** Department of Health

**SERIES:** 1089

3

**TITLE:** Publications

**DATES:** 1898-

**ARRANGEMENT:** Chronological.

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These records support the agency's administrative function to prepare publications. Records document isolated publications not created on a scheduled basis.

**RETENTION:**

Retain 5 years.

**DISPOSITION:**

Transfer to the State Archives with authority to weed.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 25.

**AUTHORIZED:** 05/06/2002

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 5 years and then transfer to State Archives with authority to weed.

Microfiche master: Retain in State Archives permanently with authority to weed.

Microfiche duplicate: Retain in State Archives permanently with authority to weed.

Computer data files: Retain in Office for 5 years and then transfer to State Archives with authority to weed.

**AGENCY:** Department of Health

**SERIES:** 1089

**TITLE:** Publications

(continued)

**APPRAISAL:**

Administrative Historical

These records are of historical interest as they document published information for public education and formal reports.

**PRIMARY CLASSIFICATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 07/2015.